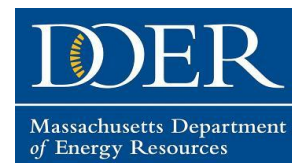




FY 2012 GREEN COMMUNITY DESIGNATION AND GRANT PROGRAM



DESIGNATION APPLICATION INSTRUCTIONS

INSTRUCTIONS

Submitting the certification form contained herein along with all required documentation identified in the [Green Community Designation and Grant Program Guidance](#) is the first step a municipality must complete to become designated as a Green Community pursuant to MGL c 25A §10. Although municipalities may apply for designation at any time, **municipalities must apply no later than 5 pm, Friday, November 18, 2011 in order for your community to be eligible to participate in the Winter 2012 Grant Program.** Grant applications will be due by January 20, 2012.

PLEASE NOTE: This is the last time there will be a designation application deadline in anticipation of a Winter grant application. Beginning in the Spring of 2012, the Division will move to a single round of designations and grants in the late Spring and early Summer, respectively.

An applicant must submit ONLY an electronic application online via the web.

Please designate a single point of contact for your city or town and provide their email address to [your Regional Coordinator](#) by 5pm, Friday October 21, 2011. Your single point of contact will receive an email invitation to the online designation application system and will be required to create a brief user profile form called "City or Town Basics." Detailed instructions are displayed as soon as you log on (the invitation provides a link). Access information should not be shared.

Once an applicant has submitted the certification form and the accompanying required documents, these documents will be reviewed by the Division and a determination will be made about designation. When an applicant is designated as a Green Community, it is eligible to apply for grant funds to support energy efficiency and renewable energy projects.

Complete guidance for the Green Community Designation and Grant Program and the five qualifying criteria to become a Green Community are found at: <http://tinyurl.com/GCToolkit>.

Prior to applying for designation, it is important for a municipality to have reviewed the toolkit to make sure that it is complying with the most recent guidance available.

FOR APPLICANTS SERVED BY MUNICIPAL LIGHT PLANTS - pursuant to MGL c 25A, §10(e)

Please indicate the date the Municipal Light Plant adopted the Renewable Energy Charge and attach a copy of the minutes reflecting the vote taken:

ELECTRONIC SUBMISSION REQUIREMENTS:

In order to facilitate review and approval of your Green Community Designation application through the web-based system, please submit through the web-based process these application components:

- “City or Town Basics” form

Upload with this form a completed “Certification of Application” (form included at the bottom of this document) **named exactly as follows:** (Municipality Name) Certification of Application.pdf (e.g. *Anytown Certification of Application.pdf*)

- Web form for each of the five required criteria

With each completed Criterion web form in your **electronic** application, upload the respective **Acrobat file (PDF) named exactly** as follows:

- Criterion 1 – (Municipality Name) As of Right Siting.pdf
- Criterion 2 – (Municipality Name) Expedited Permitting.pdf
- Criterion 3 – (Municipality Name) Energy Reduction Plan and Baseline.pdf
- Criterion 4 – (Municipality Name) Fuel Efficient Vehicles.pdf
- Criterion 5 – (Municipality Name) Minimize Life Cycle Costs.pdf

The web-based designation application system enables you to upload the additional “Documentation Required” files specified for each criterion in the [Green Community Designation and Grant Program Guidance](#) document.

To **ensure readability**, every effort should be made to create PDF’s directly from electronic files (e.g. MS Word or Excel), rather than from scanned paper documents. For documents that are available only in paper form (for example, documents with required signature), please assure that the scanned PDF is clear and readable.

All uploaded files must follow the **same naming format** as those above. For example, documentation of a town meeting vote related to life cycle costs should be named “Criterion 5 – (Municipality Name) Town Meeting Vote.PDF.”

REQUEST FOR WAIVER

A Request For Waiver is not available through the web-based designation application system and must be submitted only in paper form.

Pursuant to MGL c. 25A, Section 10(c), the Secretary of Energy and Environmental Affairs may waive these requirements based on a written finding that due to unusual circumstances, a municipality cannot

reasonably meet all of the requirements and the municipality has committed to alternative measures that advance the purposes of the Green Community Designation and Grant Program as effectively as adherence to the requirements.

Please select the criteria for which the municipality is requesting a waiver. A letter justifying why the applicant cannot meet this criterion (with supporting documentation) must be attached. In the letter please provide an alternative measure that advances the purposes of the Green Community Designation and Grant Program as effectively as adherence to the requirement.

- | | |
|---|--|
| <input type="checkbox"/> As-of-Right Zoning | <input type="checkbox"/> Expedited Permitting |
| <input type="checkbox"/> Energy Baseline | <input type="checkbox"/> Fuel Efficient Vehicles |
| <input type="checkbox"/> Minimize Life Cycle Cost | |

CERTIFICATION OF APPLICATION

The Chief Executive Officer or the Chief Administrative Officer must complete this certification.

I, _____ am authorized to execute said Application on behalf of
_____, the applying municipality and verify that the information
in the application for designation is true.

[Signature of Chief Executive/Administrative Officer]

[Date]

[Title of Chief Executive/Administrative Officer]

AUTHENTICATED BY NOTARY

I _____ (Notary) as a notary public certify that I witnessed the signature
of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20__

[Official Signature and Seal of Notary]

My commission expires on: _____ NOTARY SEAL HERE: